

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Accounting Technician

PAY PLAN/SERIES/LEVEL - NF-0525-2

MAJOR DUTY DESCRIPTION:

Performs night audit functions. Maintains an assigned area of journals and ledgers. Examines, verifies, and analyzes a variety of documents to determine their correctness, validity and clerical accuracy. Resolves disagreements and inaccuracies. Completes posting of documents with back-up attached, code documents and posts to appropriate ledger and journal. Posts and totals general ledger accounts each month. Maintains files of all correspondence and messages pertaining to financial records and accounting. Types reports, documents, and memoranda as required. Assures all accounts are paid as due. Audits and verifies each supporting document for propriety of account debits and credits amount of deposit

QUALIFICATION REQUIREMENTS

Prior work experience as Hotel Desk Clerk. . Basic computer skills. Ability to type 40 words per minute. . Position does not require a qualified typist.